



Harper College®

1200 West Algonquin Road

Palatine, Illinois 60067

## MEMO

**To:** Community Service Officer Patrick Legge # 820  
**From:** Deputy Chief R. Walker #802  
**Date:** February 6, 2019  
**Re:** Letter of Reprimand

On January 15, 2019, you accepted an overtime assignment from Dispatch and Records Supervisor Talsma to cover Dispatch from 2300 to 0700 hours on February 5, 2019. You did not report for duty at your assigned time. Your absence caused the HCPD to hold over staff to maintain coverage in Dispatch. Attempts to contact you was not successful. You did report at 0610 hours.

This is in violation of the Harper College Police Department Policy Manual. Policy 321.5.5 Attendance (d) in part:

**321.5.5 Attendance (d):**

Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without a reasonable excuse.

My signature below verifies that I have reviewed this Letter of reprimand with my supervisor and that I have been provided with a copy.

Employee: \_\_\_\_\_

Date: 2/6/19

Supervisor: \_\_\_\_\_